



Comeniuns / Grundtvig In-Service Training Further Education Grant

Complete Guide for Applicants to improve the
quality of their application

by

NSF CYBERALL ACCESS



Version 4

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Important information

This guide is for applicants interested in applying for **Comenius** (school education) or **Grundtvig** (adult education) **further education or In-Service Training** funding in order to attend our courses. It should be used only as a supplementary material and it should not be considered as a substitute of the specific guide of applicants that your [Lifelong Learning National Agency](#) has published.

This guide provides information on the following:

1. What is In-Service Training/Further Education Grant
2. Who is eligible to apply
3. What is funded
4. Submission Deadlines
5. How to receive the confirmation of your pre-registration
6. Eligibility Checks (Before submitting the application)
7. Application form Submission Steps
8. Improving the quality of your Application

What is In-Service Training/Further Education Grant

Lifelong Learning National Agencies can provide financial support to school staff (through Comenius) or to adult educators (through Grundtvig) in order to this staff to develop further their practical teaching and/or management skills in another European country. Courses should have a strong European focus and linked to the applicant's professional activities in the area of school (for Comenius) or adult (for Grundtvig) education. All courses that NSF CYBERALL-ACCESS has developed and promoted through the EC Comenius/Grundtvig Database are fully aligned with this focus.

Who is eligible to apply for In-Service Training or Further Education Grant

The applicant should be based in any of the 27 EU Member States, Turkey, EFTA countries (Norway, Lichtenstein, Iceland), Croatia, Switzerland or FYROM.

Furthermore, for **Comenius In-Service Training or further education grant**, the applicant should be working in the **school education area (e.g. teaching staff in primary, secondary and high schools, heads and managerial/administrative staff)**.

Similarly (although a little bit more flexible), for **Grundtvig In-Service Training or further education grant**, the applicant should be involved in **adult education** that includes voluntary/unpaid staff as well as freelance workers. Adult education could take place in a) formal settings (training centers or through "continuing education" courses at schools, colleges or universities) or b) non formal/informal settings (e.g. community centers, NGO premises, hospitals, prisons, etc). Adult

education is the practice of teaching and educating adults. Within Grundtvig, the definition of an 'adult' is a person 18 and above, no longer undergoing initial education within the formal school or higher education system.

Important! In case the applicant is an employee in an organisation, then the application should be endorsed (also signed and stamped) by the legal representative of the organisation. Please note that this is obligatory for all applicants who are in employment.

What is funded

The funding available for In-Service Training includes course fee, travel costs, subsistence costs, other expenses and special needs costs. In brief:

Course Fee: This cost for all our courses is 600 EURO and this is the one that you should claim. This is much lower than the maximum fee based on 150 EURO per day.

Travel Costs (real/actual costs): This is an estimate in your application form. However, these are based on real costs including any visa costs and will normally cover 100% of all travel costs with the **most economical form** of transport being used. (e.g. avoid taxes and use public transportation if applicable from/to home-airport-hotel). Use sites such as <http://www.airtickets.com> for estimating any flight ticket costs. Remember that you need to provide receipts to justify all those costs. We understand that it is sometimes difficult to anticipate actual travel costs ahead of time, however, it should not be overestimated or underestimated (worse). In principle, National Agencies do not allow you to increase the amount you are awarded (often the grant approved is reduced) and they do not allow you to move funding from one cost category to another (e.g. from travel to subsistence, or to course fee).

Subsistence Costs (flat-rate): Normally these are based on flat rate sums depending on the country visited and the duration of the training activity. You should check with your National Agency what are these flat rates. Subsistence costs cover accommodation, meals, local travel whilst on the course and any travel insurance. Travel insurance may prove to be a really worth made cost in case of force majeure. E.g. After you bought your travel ticket, you didn't participate in the course because you got ill, the course was cancelled, etc.

Other Costs: Here you should include the course fee cost for our course that is 600 EURO. You will be provided with an invoice as soon as you participate successfully in our course.

In addition, you can request some additional costs mainly for linguistic (language) preparation. If you believe that your English language skills are low, then you can request some further grant for improving your English (the teaching language of our courses). However, please check with your National Agency whether any such preparation costs are necessary.

Also, please note that some National Agencies require you to show in your application your skills and qualifications as well as some competency in the teaching language of the course (i.e. English). In this context, they may ask you to provide your CV/resume in a [europass format](#) and they may ask you also for a [europass language passport](#) as a self-assessment tool for your language skills and qualifications. However, this is required only by a few Lifelong Learning National Agencies and therefore, you need to check that with your own National Agency.

Special Needs Costs (real/actual costs): Applicants with special needs may benefit from an additional grant towards their subsistence and travel costs. For example, such costs can travel and subsistence of an accompanying person/carer or sign language interpreter. However, these costs

should be detailed and justified. It is advisable to discuss with your National Agency prior to your application, in case you plan to claim such costs.

Submission date of my application

The submission deadline is linked to a period when a training course takes place:

Deadlines	Eligible Training Period
30 April 2013	For courses starting between 1 st September 2013 – 31 st December 2013

Finding out more about our Courses and receive the confirmation of your pre-registration

STEP1: Identify the course you are interested: You can choose any of our courses that we organise in Athens/Greece and they are included in the **Training Course Database of the European Commission**. More specifically our courses can be found easily by checking any of the following respective links.

1. [Successful Planning and Management of European Educational Funded Projects, Athens, GREECE](#)
2. [Effective Dissemination \(Promotion and Raising Awareness\) and Exploitation of European Educational Projects, Athens, Greece](#)
3. [Go e-Learning! Learn to easily develop and run e-Learning courses to reach wider audience! Athens, Greece!](#)

STEP 2: Select the course and access more information: Then select one of the courses that you are interested that are organised in Athens/Greece for accessing all the information that you need about the course such as course title, dates, structure, costs, learning objectives expected. Additionally, you can access more information for any of our courses from our course section of our website <http://www.learn-it-easy.eu/our-courses.html>.

STEP 3: Pre-register to receive confirmation letter: Based on the course that you have selected, then you need to apply online to us for sending the confirmation of your pre-registration that you need to include within your application form that you will post to your National Agency. Please check the any of the following links accordingly, for pre-registering online in one of our courses.

1. [\[54428\] Go e-Learning! Learn to easily develop and run e-Learning courses to reach wider audience! 2-6/9/2013, Athens/Greece](#)
2. [\[47075\] Effective Dissemination \(Promotion and Raising Awareness\) and Exploitation of European Educational Projects, 16-20/9/2013, Athens/Greece](#)
3. [\[54431\] Successful Planning and Management of European Educational Funded Projects, 21-25/10/2013 - Athens/Greece](#)
4. [\[46696\] Successful Planning and Management of European Educational Funded Projects, 2-6/12/2013 - Athens/Greece](#)
5. [\[54427\] Go e-Learning! Learn to easily develop and run e-Learning courses to reach wider audience! 9-13/12/2013, Athens/Greece](#)

As soon as you complete the online form in step 3, you will receive the confirmation of your pre-registration as well as further links and directions for completing your application and submitting it successfully (see step 4).

STEP 4: Access the website of your [Lifelong Learning National Agency](#) and download the proper application to complete. Access the website of your National Agency and look for Grundtvig or Comenius In Service Training grant. Download the proper application and complete it according to the directions that follow in this guide. As soon as you are done, you sign it and then you need to submit it to by post along with our confirmation of your pre-registration and any other that may be needed from your National Agency (e.g. CV) that you need to check with them.

Eligibility Checks (Before submitting your application)

You should always consult your National Agency to ensure that your application will meet the eligibility criteria of your Agency. As a general list, please check the following:

	Eligibility Checks	Comments
1.	The application has been submitted to the National Agency (NA) where the applicant is resident (living and working)	This means that it is not necessary to have the same nationality as of your National Agency.
2.	The application form has been submitted by the published deadline	This deadline for courses starting between 1 st September 2013 – 31 December 2013 is 30th April 2013 .
3.	The application has been submitted using the correct application form	The form template to be requested from your NA should be for a Comenius or Grundtvig In-Service Training or further education grant. It is in pdf format and it should be validated before submitted online as well as via post to your NA.
4.	The application is not handwritten	This is true. You only need to handwrite the compulsory fields in CAPITALS at the last sections of the application form. i.e.: Place, date, name, and then sign the form with a blue ink (preferred) pen. If you are employed, the application has to be endorsed by an individual that has the authority to sign official documents on behalf of your organisation. They should handwrite the second box, sign and stamp if applicable.
5.	The application form has been completed in full and includes all the requested documents	This means the confirmation of the pre-registration that we (NSF CYBERALL ACCESS) should provide you. Contact us ASAP for giving you directions on how to receive the confirmation of your pre-registration in any of our course. In addition, a few National Agencies require you to show in your application your skills and qualifications as well as some competency in the teaching language of the course (i.e. English). In this context, your NA may ask you to provide your CV/resume in a europass format and they may ask you also for a europass language passport as a self-assessment tool for your language skills and qualifications or an

	Eligibility Checks	Comments
		official certificate of your English competency. However, this is required only by a few Lifelong Learning National Agencies and therefore, you need to check that with your own NA.
6.	The application form has been completed in one of the official languages of the EU	i.e. English or alternatively in your national language but please check with your NA.
7.	The application submitted to the National Agency by post in addition to the electronic one bears the applicant's original signature	This is very important. Many times this is overlooked and missed. As a result the application form is considered ineligible.
8.	If the applicant is an employed person, the application form is also signed by the applicant's employer organisation	Again, this is important and many times it is missed. The legal signatory of the organisation you are employed should sign the form. Please note, this field as well as the details of your organisation appear automatically only if you select in your application form (Section C2) that your current status is <i>Employees</i> .
9.	The applicant is a national of a country participating in the Lifelong Learning Programme (LLP) or working or living in a participating country	In the first case, the application form should be submitted at the NA of the country participating in the LLP. In the second case, you need to submit the application form at the NA of the participating country in LLP that you live and work.
10.	The applicant belongs to at least one of the staff categories eligible for a grant under the In-Service Training Action.	Please check section above on “Who is eligible to apply for In-Service Training or Further Education Grant” for either Comenius or Grundtvig grant.
11.	The training activity is eligible under the In-Service Training grant	All our courses have been included at the Training Course Database of the European Commission and they are eligible for Grundtvig/Comenius funding. Also our courses have strong european added value and strong positive impact to school or adult education.
12.	The training activity is organised by an institution/company which is located in a country participating in the LLP	All our courses are organised either in Greece that is an eligible country. They have been included also at the Training Course Database of the European Commission.
13.	The training activity takes place in a country other	This means that Greek citizens cannot apply for a grant for our courses. However,

	Eligibility Checks	Comments
	than the country where the applicant is resident or works	they may participate by self-financing their participation. All other applicants can apply in any of our courses taking place in Athens/Greece.
14.	The training activity takes place within the eligible period	Currently grants can be requested only for our courses starting between 1st September 2013 – 31 December 2013 with application submission deadline by 30th April 2013 .
15.	The training activity is eligible in terms of duration	This is valid for our courses. This is confirmed by the fact that they have been validated by the Greek LLP National Agency and they have been included also at the Training Course Database of the European Commission.

Once you have completed all the required sections at the application form and you have also addressed the above eligibility criteria, your application can be validated and then submitted online.

Application form Submission Steps

As soon as you have addressed the eligibility checks, then please follow the next steps:

1. **Validate and Submit Online:** On the last page of the application e-Form click “Validate” . If it doesn’t validate then the form identifies the missing information that you need to address, then click validate again and as soon as everything is OK, then you click “Submit Online”.
2. **Alternatively email the form.** Save a copy of the e-form on your PC and send it as an attachment to your National Agency. This is not suggested and it should be done only if your National Agency has requested you to do also or it is not possible to do that through the “Submit Online” button.
3. **Post the dully signed form with the necessary enclosures:**

Print a copy of the e-Form application. You need to handwrite the compulsory fields in CAPITALS at the last sections of the application form. i.e.: Place, date, name, and then sign the form with a blue ink (preferred) pen. If you are employed, the application has to be endorsed by an individual that has the authority to sign official documents on behalf of your organisation. They should handwrite the second box, sign and stamp if applicable.


Post the original signed, hard copy of the application, together with the confirmation of your pre-registration that should have received from us as well as any other enclosures before the submission deadline: i.e. **30th April 2013**.

Improving the quality of your Application

Following the submission of your application form both electronically and via post your National Agency will undertake first an eligibility check on your application that is similar to the checklist above.

As soon as your NA confirms that your application form conforms with all eligibility criteria, will then proceed on assessing the quality of your application which will cover mainly the following areas.

Content and

	Assessment Criteria	Comments	Relevant section in the proposal
1	<p>Content and Duration</p> <p>The course should be well structured. It employs adequate methodology/activities in relation to the stated training objectives, and the duration is coherent with the foreseen activities.</p>	<p>All our three different courses provide detailed information on the learning objectives expected, the learning path and methodology for each training day. Check website http://www.learn-it-easy.eu/our-courses.html for full details. You need to highlight the supporting e-Learning platform, the well defined structure of each training day with the learning objectives and the learning path (set of activities and methodology) to be applied. Provide also if applicable a direct link to the structure of each course from the website http://www.learn-it-easy.eu/our-courses.html</p> <p>Describe carefully how this training can help you to improve adult or school education. Describe carefully what you are currently do or you plan to do and how the competences that you will acquire from our courses will support you. Give concrete examples by identifying first your needs in the area of adult or school education and then match those needs with what is offered from the training.</p>	<p>D.3. AIMS OF THE APPLICANT</p> <p>Please explain your reasons for applying for the training activity. Please cover all the following points:</p> <ol style="list-style-type: none"> 1. Please briefly describe your current job (if applicable). You may use the standard European format to make a short CV and attach it to the printed version of this form. http://www.europecouncil.europa.eu/european-council/information/employment 2. Please describe your training needs 3. Please explain how the training activity you have selected matches your training needs 4. Please explain how you expect the training to improve the way you perform your current / future job.  <p>Relevant sections are specially D.3 and D.4 of the application.</p> <p>The text to be provided here is up to 5000 characters that is quite enough to include all the necessary information. Be exhaustive, detailed and specific by using extracts from the website http://www.learn-it-easy.eu/our-courses.html. You can find helpful the Course Overview from the course of your selection.</p>
	<p>Content</p> <p>The content of the course is related to the applicant's</p>	<p>Also our learning objectives are formatted as “Do” instead of “Know” in order the participant to formulate easily what she will be able to do instead</p>	<p>It is D.3. AIMS OF THE APPLICANT as above.</p> <p>You need to use the learning objectives (they can be found by accessing at http://www.learn-it-easy.eu/our-courses.html the course</p>

	Assessment Criteria	Comments	Relevant section in the proposal
	<p>professional activity and is also compatible with the objectives of the Comenius or Grundtvig programme.</p> <p>There is a clear match between the training selected and the applicant's training needs in the field of school education.</p>	<p>of what she will be able to know after completing the course. In your application, you need to emphasise that after completing the course you will acquire skills that will allow you to do specific tasks better that are highly related a) to your professional activities as well as to school education (for Comenius grant) and to adult education (for Grundtvig).</p>	<p>you are interested and then clicking on the Course Structure of your selected course. It is important to match those learning objectives/skills to be acquired with your current professional activities as well as why these new skills will improve school education (Comenius) or adult education (Grundtvig).</p> <p>Again exhaustive, detailed and specific.</p>
	<p>Preparation</p> <p>The applicant should intend to undertake concrete and adequate preparatory activities before the actual training activity.</p>	<p>You need to emphasize the fact that the course will provide access to the whole training content well in advance before the actual course start date through the e-Learning platform along with some introductory activities. This preparatory phase will allow you to get a good insight of the whole training content and come in the course with well prepared comments and remarks to be addressed in the class.</p>	<p>This is section D.2.</p> <div data-bbox="1205 699 2027 774" style="background-color: #0070C0; color: white; padding: 2px;"> <p>D.2. PREPARATION</p> <p>Preparation forms an integral part of the training activity content. Please explain all the following points:</p> </div>
	<p>Preparation</p> <p>The applicant has the necessary language competence to be able to benefit from the training activity.</p>	<p>This preparatory action above will allow you also to become familiar in advance with any unknown English terms. Provide here evidence of your language qualifications in English. Furthermore, you may also use the standard Europass Language Passport to describe your language knowledge and attach it to the printed version of your application. If you can't provide such evidence of your</p>	<p>Again as above, this applies to section D.2.</p>

	Assessment Criteria	Comments	Relevant section in the proposal
		<p>language skills in English, then it may be worth asking also for a grant for a preparatory language course.</p> <p>Also mention that you will become familiar with all the training content in advance through the eLearning platform and identify the points that you need to give more emphasis during the actual training as well as become familiar with any unknown words in English (if applicable). You will be in continuous contact with the trainers as well as with the other participants virtually through the platform for sharing your expectations and current competencies from the course.</p>	
	<p>Impact</p> <p>It should be clearly described how the beneficiary intends to incorporate the results of the training in his/her professional activities in the field of school education or adult education.</p> <p>It should be clearly demonstrated that the applicant will benefit from the</p>	<p>You need to identify the benefits in your professional activities that are expected by your participation in the course. You need to base your response here on again on the learning objectives (i.e. what you will be expected to do better in your profession as soon as participate in this course. You can add here in addition the networking activities with the other participants and the future collaborations and synergies that are expected to be established with the other participants from all over Europe in the area of school education (Comenius) or adult education (Grundtvig). Lessons</p>	<p>D.4. IMPACT</p> <p>1. Please describe the expected impact of the proposed training on your personal and professional competences, including language and intercultural benefits.</p> <p>2. Please describe the expected impact of your participation in the training activity on a) your home institution b) your pupils or learners (if applicable).</p> <p>It is Section D4. Again try to be exhaustive, detailed and specific.</p>

	Assessment Criteria	Comments	Relevant section in the proposal
	<p>training in terms of personal and professional development</p> <p>It is clear that the training activity will have a positive impact on other stakeholders, i.e. pupils/learners, the beneficiary's institution, other institutions.</p>	<p>learnt and sharing of experiences with the other colleagues with the support of the trainers will add further value to the knowledge acquired and allow the improvement of training services offered by yourself and your organisation.</p>	
	<p>European Added Value</p> <p>The selected course has a strong European focus in terms of subject matter, and the profile of participants and trainers, and it will have a greater potential value than similar training in the applicant's home country.</p>	<p>You need to emphasize here that the selected course gives a lot of focus on the well balanced participation from all countries across Europe. The profiles of the trainers are very international with wide experience in European diversity and intercultural dialogue. The main trainer has lived and worked in 6 European countries and he has been involved with European initiatives for more than 15 years.</p> <p>Furthermore, each of our courses has clearly a strong European focus in terms of subject matter that starts from their title and continues with its structure. One of the added value of the course lies on the expected sharing of knowledge and personal experiences among all the participants coming from different countries, that is specifically encouraged by the course organiser and</p>	<p>D.5. EUROPEAN ADDED VALUE</p> <p>1. Please outline how the selected training activity abroad will have a greater potential value than similar training in your country.</p> <p>2. Please indicate whether and how your participation in the training activity will contribute to giving a European dimension to your institution.</p> <p>It is section D.5. of the application form.</p>

	Assessment Criteria	Comments	Relevant section in the proposal
		the trainers.	
	<p>European Added Value</p> <p>It should be clearly demonstrated that the applicant's participation in the training activity will contribute to increasing the European dimension of his/her home institution.</p>	<p>All our courses give a lot of emphasis on follow-up activities after the completion of the course. More specifically, all participants are expected to join a virtual community/group already established at linkedin specific to the course topic with participants from all over Europe that share the same concerns and interest in the area of the course (check the course overview /Methodology and tools of your selected course for more info) for continue sharing experiences, views, challenges and solutions as well as establish further synergies with other organisations already members.</p> <p>Furthermore, as soon as you are back, you will arrange an in-house workshop to discuss the knowledge and the competencies acquired and how these can actually be applied and integrated by your colleagues within your organisation</p>	Again section D.5
	<p>Dissemination of Results</p> <p>The applicant should have a well defined plan how to effectively disseminate the results of the training upon return, so as to maximise its impact on the home institution.</p>	<p>Many ideas here are possible. For example, the applicant after his/her participation in the course will arrange a workshop to present the results of the training and the skills acquired to colleagues from its home institution. The applicant is encouraged also by the course organisers to invite his/her</p>	<p>D.7. DISSEMINATION</p> <p>Please provide a dissemination plan, indicating how and to whom you will provide feedback on the outcomes of the training and the new knowledge/skills you have acquired.</p> <p>It is section D.7.</p>

	Assessment Criteria	Comments	Relevant section in the proposal
		<p>colleagues to join the linkedin group of the course (see above) for allowing them also to contribute and exchange views and opinions, challenges related to the topics of the course.</p> <p>Furthermore, the applicant can develop a blog at wordpress or weebly for free in order to allow an open dialogue and interaction with other individuals from the topic's community and accumulate further knowledge. At the course, you will be informed how you can do that for free and easily without any prior knowledge on ICT skills and programming. You will promote also the knowledge acquired through the In Service Training programme through social media such as facebook, linkedin, pinterest, twitter, etc.</p> <p>Also the applicant in cooperation with his/her organisation will promote the results of the training from the website of the organisation.</p> <p>Other ideas can be the organisation of the applicant will issue a press release in regards to the results achieved by the participation in the training. Tools that will be used for that are prweb and totemapp, learnist, etc at http://www.totemapp.com/, learnist,</p>	

	Assessment Criteria	Comments	Relevant section in the proposal
	<p>Certification</p> <p>Although Certification per se is not part of the quality assessment criteria, it enhances nevertheless the overall quality of the proposal and shows the commitment of the applicant and its organisation.</p>	<p>Our organisation is always open to support the award of a Europass Mobility. A Europass mobility is an official document to record knowledge and skills acquired in our courses.</p> <p>In principle, it would be a good idea for the applicant to state in his/her application and arrange it with his/her organisation as the sending organisation to ask and contact their National Europass Center for issuing a reference number of his/her europass mobility. This has to be done if the applicant is granted a grant to participate in our course but this intention needs to be mentioned in advance in the application form for the grant.</p> <p>Also quite important, if applicable for your selected course, state that this course has been endorsed by the Institute of Leadership and Management, part of the City and Guilds Group, the international vocational awarding body that a) shows the high quality of our training services offered and b) allows you to get without any extra cost a development programme certificate issued by ILM – Institute of Leadership and Management.</p>	<p>D.6. CERTIFICATION</p> <p>It is section D.6. Certification.</p>

Good luck!!